

First Steps Early Intervention System

LPCC ENTRANCE CONFERENCE FORM

County: _____

Date: _____

LPCC Operations

1. Describe the organizational structure of the Local Planning and Coordinating Council (LPCC). (Refer to RFF Outcome & Survey sections) *Is the leadership of the LPCC consistent and well defined? How are decisions made? How are committees utilized? Are By-laws clear?*
2. What are the major responsibilities of the Council Coordinator and Chairperson?
3. Describe the membership of the LPCC?
Is there good representation of community agencies, state agencies, and families? What are the barriers to having a diverse and involved membership? How does the Council ensure the lack of conflict of interest?
4. Describe the family members involvement in the LPCC.
Do family members regularly attend meetings? What are the barriers to having a good representation of family members? What strategies has your council attempted to boost family member participation?
5. How is information disseminated to LPCC members and to potential members?
Is information being received by all of the appropriate individuals? What are the barriers to disseminating information to members and non-members? Do families and providers get mailings?

Availability of Early Intervention Services

6. Does the provider matrix developed address the availability, appropriateness and accessibility of early intervention services? What services have been identified as limited or not available? (Refer to RFF section & survey)
Do you hold provider meeting? How frequently?
7. Are there any areas of the county that are considered underserved?
If yes, why? How is this issue being addressed?

Child Find/Public Awareness

8. How is public awareness of the early intervention services created? How is the public advised of the rights of infants and toddlers with disabilities? (Refer to RFF) *Is the information provided in each of the major languages?*
9. Describe the child find activities and screening procedures implemented.
Do the activities include periodic screenings of 0-3 year olds? Are the screenings coordinated with other community screening efforts?

Systems Development Issues

10. Describe how you LPCC is providing oversight to the local SPOE.
Describe the transition between the intake and on-going service coordinators.
11. Has your LPCC facilitated the development of transition agreements for all parties who are involved with transitions?
Is yes, describe process. If no, describe the barriers that exist.

General

12. Describe any providers or activities related to early intervention in this county that are particularly noteworthy.
13. Describe any issues, program or activities within the LPCC or county which are of concern to you and which you would like us to examine while on-site.
14. What are the technical assistance needs of the LPCC?